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4 April 1956

MEMORANDUM FOR: Director of Administration

SUBJECT: Preparation of Ops Order

1. This directorate is currently preparing an Operations Order which will be the basic document followed by squadrons operating in the field. This document will contain recurring and routine instructions which will be utilized in the accomplishment of the assigned mission.

2. Annex G to the Operations Order is the administrative annex. Therefore, it is requested that a detailed plan of operation for use in the accomplishment of administrative matters be prepared for inclusion in the Order. Specifically, the following items should be covered:

- a. Administration of military personnel
- b. Administration of civilian personnel
 - (1) Agency
 - (2) Contract civilians
- c. Security
- d. Finance (if not included in one of the above)

3. This directorate is available for advice and/or aid in the preparation of this annex as to format or composition of the information to be contained in the annexes.

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Colonel, USAF

RAP:bna

- 0 - Addressee
- 2 - Ops subj file
- 3 - Ops chron
- 4 - Admin chron

SECRET